

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services

Issued By

Minnesota State Colleges and Universities System Office

Project Title:

Enterprise Program/Project Management Staff Augmentation

Category:

Program/Project Management

Business Need

Minnesota State Colleges and Universities are seeking Professional/Technical services to augment staff for senior level Program/Project management needs. The numbers and complexity of major Enterprise projects exceeds the capacity of our internal Project Managers. More specifically, upcoming changes in the strategic direction for MnSCU, as well as other major initiatives will require that we supplement our Program/Project management resources for specific projects. MnSCU will require up to two (2) positions.

The supplemental resources will support Enterprise category projects involving all aspects of IT within the System Office including Architecture, Development, Infrastructure, External Integrations and Security. This will allow the internal Project managers to have the capacity to oversee the many other projects/project teams in support of the broad based ERP.

Project Deliverables

Specific deliverables will vary slightly depending on the project, but will generally include formal documentation as determined necessary including:

- Project Initiate/Charter
 - Project Summary/overview
 - Business Need
 - High Level Scope/Deliverables
 - Assumptions/Constraints/Customer Impact
 - Anticipate Work Categories
 - Expected Dependencies
 - Timelines
 - Sponsor(s)
 - Budget Estimates
- Project Plan
 - Governance Plan

- Detailed schedule
- Project team(s)
- Communications plan
- Change
- Risk plan
- Issues log
- Status report
- Project closeout/lessons learned

Along with providing for the project artifacts as listed above, the Program/Project manager will facilitate meetings, address resource issues, escalate issues to higher authorities as needed and ensure project is meeting all documented milestones and overall project timeline.

Project Milestones and Schedule

There are immediate needs for Program/Project manager resources with an anticipated start date of July 2014. As there are many strategic and major Enterprise projects on the horizon, the ITS System Office has at least one project that will be multi-year in length, we would anticipate resources will be required for at least the next 2 fiscal years (until June 2016).

Project Environment

The Program/Projects that will be covered include resources from all areas of our IT organization including:

- Architecture (Web, System, Data, Infrastructure, Security)
- Development (BAs, Coders, Analysts, Tech Leads)
- Testing (Quality Assurance)
- System Management
- Operations
- Customer Support

As the System Office IT organization is managed in reporting trees, the working with upper level management will also be a requirement for the Program/Project Manager.

Project Requirements

The successful responder will:

- Comply with all MnSCU Project Management principles, standards and procedures
- Work on site at one of our staff sites – preferably at:
 - MnSCU System Office, 30 7th St E, Suite 350, St Paul, MN 55101
- Occasional travel required at various outstate locations (Bemidji, Moorhead, Waite Park)
- Ensure project deliverables comply with all relevant MnSCU Policy, Procedures and Guidelines (i.e. security)
- Ensure project deliverables meet MnSCU Architectural standards including Non-Functional requirements

Responsibilities Expected of the Selected Vendor

The successful responder will:

- Ensure project complies with change management standards and procedures for all deliverables

- Work with other Project Managers/staff who may be responsible for related projects that may be related to the project responsible for
- Update documentation as required and request approval for significant changes to scope, deliverables or budget

Required Skills (to be scored as pass/fail)

The required minimal requirements will include:

- Approved in the SITE Program/Project Management category
- Formal Project Management certification and at least 7 years in an active Program/Project management role
- Involvement in 2 or more multi-year enterprise category projects

Desired Skills

- Experience working in a Higher Education environment
- Experience working on projects that involve all areas of an enterprise (development, infrastructure, network, security)

Process Schedule

Deadline for Questions	05/13/2014, 2:00PM CST
Anticipated Posted Response to Questions	05/16/2014, 2:00PM CST
Proposals due	05/23/2014, 2:00PM CST
Anticipated proposal evaluation begins	05/27/2014, 8:00AM CST
Anticipated proposal evaluation & decision	06/06/2014, 2:00PM CST

Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Dan Duffy
 Organization: MnSCU – Contracts and Purchasing
 Email Address: Dan.Duffy@so.mnscu.edu

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

RFO Evaluation Process

- Company (5%)
- Proposed Candidate(s) Program/Project Management Experience (40%)
- Experience leading multiple Enterprise class projects (20%)
- Experience with Higher Education projects (15%)
- References (10%)
- Cost (10%)

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows:

Cover Page:

Vendor Name
Vendor Address
Vendor City, State, Zip
Contact Name for Vendor
Contact's direct phone/cell phone (if applicable)
Contact's email
Resource Name being submitted

Overall Experience:

1. Provide narrative, including companies and contacts where your resource has demonstrated the required skills as previously noted. If pass/fail requirements are not met, the State reserves the right to discontinue further scoring of the proposal.
 2. Points will also be awarded based on the desired skills noted above. Provide one paragraph which highlights the resource's desired skills noted above.
 3. Attach a resume(s) for proposed resource(s) in addition to the narrative description. Be certain the resume has dates of work and notes whether the resource was an employee or consultant.
 4. Provide proposed cost (hourly rate) of candidate. If travel is required to work in St. Paul, provide weekly estimate of travel and reimbursable expenses that will be used to determine total cost.
 5. Also include the name of 3 references who can speak to the resources work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed.
 - Conflict of interest statement as it relates to this project
 - Required forms to be returned or additional provisions that must be included in proposal
- a) Affirmative Action Certificate of Compliance (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
 - b) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
 - c) Certification Regarding Lobbying (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
 - d) Veteran-Owned/Service Disabled Veteran-Owned Preference Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>
 - e) Resident Vendor Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/residentvendorform.doc>

Proposal Submission Instructions

- Response Information:
 - Please submit via email to:
 - Dan.duffy@so.mnscu.edu and glen.guida@so.mnscu.edu by 05/23/2014, 2:00PM CST
- Submissions are due according to the process schedule previously listed.
- **A copy of the response must also be sent to MNIT.SITE@state.mn.us for vendor performance tracking.**

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

Indemnification: In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or

advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at: <http://mn.gov/oet/policies-and-standards/accessibility/>.

Nonvisual Access Standards

Nonvisual access standards require:

1. The effective interactive control and use of the technology, including the operating system, applications programs, prompts, and format of the data presented, are readily achievable by nonvisual means;
2. That the nonvisual access technology must be compatible with information technology used by other individuals with whom the blind or visually impaired individual must interact;
3. That nonvisual access technology must be integrated into networks used to share communications among employees, program participants, and the public; and
4. That the nonvisual access technology must have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to certified small businesses that are majority-owned and operated by:

1. recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;
2. veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs; or
3. any other veteran-owned small businesses certified under section 16C.19, paragraph (d).

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation.** Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.